

JOB ANNOUNCEMENT
#2016-007, Posting Date February 8, 2016
LEGISLATIVE COMMITTEE ANALYST
ECONOMIC DEVELOPMENT & TOURISM COMMITTEE

The Legislative Research Commission is currently accepting applications for the position listed above. The job duties, minimum preparation, and desired attributes are as follows:

Duties: Under supervision of the Committee Staff Administrator, work with legislative matters pertaining to all aspects of economic and industrial development, tax credits and incentives, recruitment of business and industry, worker training, technology development, convention centers, parks and historic sites, and travel promotion and advertising, among other things.

Preferred Qualifications: Juris Doctorate, Master's degree in business or public administration, or a related field, or other advanced degree, preferred. Candidates should have a minimum of four (4) years' experience in public policy, legislative oversight, research and analysis, or related field. Candidates with other combinations of education and experience uniquely related to this position may be considered. Knowledge of state government and legislative process, preferably relating to the committee's jurisdiction, will be given added consideration.

Desired Attributes:

- Excellent verbal and written communications skills to effectively and impartially communicate with others involved in the legislative process;
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent;
- Strong research skills and ability to prepare succinct written analysis of complex projects and issues;
- The ability to work independently as well as in a team environment;
- The ability to work under pressure and meet specific deadlines;
- Strong general research and legal research ability; the ability to prepare legal memorandum, issue papers, or research studies;
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook;
- Positive attitude; strong work ethic.

Application Deadline: The review of applications will begin immediately and the position will remain open until filled.

All persons meeting the minimum qualifications and who are interested in this position are encouraged to submit a cover letter and current resume.

Please send a completed state application or resume via email to LRCresumes@lrc.ky.gov and list the job title in the email subject line.

Alternatively, applicants may mail these materials to:

William J. O'Brien
Assistant Director for Human Resources and Professional Development
Legislative Research Commission
702 Capitol Avenue, Capitol Annex Room 104
Frankfort, Kentucky 40601